

**Board of County Commissioners
Leon County, Florida**

Policy No. 00-6 03 -

Title: Annual Evaluations and Pay Adjustments for County Administrator and
County Attorney
Date Adopted: October 14, 2003
Effective Date: October 14, 2003
Reference:
Policy Superseded: None

It shall be the policy of the Board of County Commissioners of Leon County, Florida that there shall be an annual review and merit pay consideration for the County Administrator and County Attorney. A procedure shall be used to conduct such annual evaluations and to determine annual pay adjustments of the County Administrator and County Attorney.

- A. ~~a.~~ By August 15 of each year, the Chairman will distribute evaluation forms to each Commissioner.
- B. ~~b.~~ Each Commissioner is to complete an evaluation of the County Administrator and County Attorney using the form provided.
- C. ~~c.~~ By September 10, each Commissioner should meet individually with the County Administrator and County Attorney to discuss the results of their evaluations. At the conclusion of the evaluation conference, the Commissioner will provide the County Administrator and County Attorney with a copy of the completed and signed evaluation form. A copy will also be provided to the Chairman.
- D. ~~d.~~ The Chairman will review all of the evaluation forms and, by September 30, will approve an appropriate percentage increase in accordance with ~~section (e) below, to be effective October 1, for pay adjustments for the County Administrator and the County Attorney the~~ contracts of the County Administrator and the County Attorney.
- ~~e.~~ ~~The percentage increase shall be composed of the following:~~
 - ~~1. A percentage ranging from 0% to the rate approved by the legislature for County Commissioner increases that will be added to the base salary; and 2. A percentage ranging from 0% to 3% as a bonus that will not be added to the base salary.~~
- ~~f.~~ ~~By September 30, the Chairman will provide a memo to the Board stating the percentage increases for the County Administrator and the County Attorney. Any Commissioner may request that this issue be placed on a Board meeting agenda.~~